

~~ADMINISTRATIVE - INTERNAL USE ONLY~~*Sully*


The Director of Central Intelligence
Washington, D.C 20505

Critical Intelligence Problems Committee

25 April 1984

MEMORANDUM FOR: CIPC Staff

FROM:

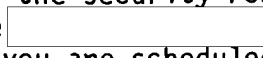

Executive Secretary

SUBJECT: Security Procedures

1. We have recently experienced another security violation--an open safe. It is apparent that our security procedures have to be modified.

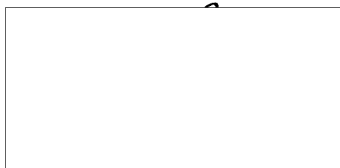
2. Since the buddy "double-check" system did not work, we have decided to implement a formal duty roster with a specific individual assigned security "double check" on a weekly basis, effective 30 April 1984.

3. The new security procedures, security check list and duty roster are being developed and will be available on 30 April for use as appropriate.

4. All CIPC staff employees will be included on the security roster. The roster will be implemented alphabetically, therefore  gets the first honors. I hasten to add that if in the event you are scheduled for security double check and are going to be absent, it is your responsibility to acquire a substitute for the period of absence.

5. Security double check will be conducted between 1700-1730 daily. Anyone working in their respective area after 1730 will be responsible for having an FPO conduct their security double check. It is also recommended that you secure your classified material and safes prior to any extended absences from your office in the evening; especially if there is a possibility that you might not return prior to security double check.

6. If you have any questions, please see me!

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